



Starting a Business in the Town of Witless Bay

To obtain a permit to operate a business in Witless Bay, please start by filling out the "Application to Operate a Business" form. It is recommended you consult the town's Zoning and Land Use map to ensure that your proposed business is a permitted use in the location you have in mind, and that you have the required parking space, if required. Once Council reviews your application, an approval may be granted, conditional upon the approval of other applicable bodies (such as the Fire Chief, Services NL, etc.).

Businesses operating in Witless Bay must pay business tax to the Town. Business tax is in addition to commercial property tax. Businesses which operate from rented premises are also liable for business tax. Tax rates vary by type of activity. Prior to completing land purchases or land development, prospective buyers should check with the Town to determine the amount of assessments or levies that may be due, if any. Once conditional approval is granted by Council, the name of the business and its location will be sent to the **Municipal Assessment Agency**. The property will then be assessed by the agency and added to the Town's Assessment Roll.

THE IRISH LOOP CHAMBER OF COMMERCE represents the local business community. The Chamber holds luncheons with guest speakers representing government and industry and promotes businesses and catering services of the Chamber's members. Members also enjoy Visa and Mastercard discounts and savings on merchant transactions.

P.O. Box 139
Ferryland, NL.
A0A 2H0

(709) 432-3104
Fax: (709) 432-3056
info@IrishLoopChamber.com

ATLANTIC CANADA OPPORTUNITIES AGENCY (ACOA): This is the federal government department responsible for leading economic development throughout the Atlantic region. ACOA assists small and medium-sized enterprises and helps to establish or expand businesses in industries where sustained employment growth appears likely. ACOA offers repayable financial assistance under customized terms. Some of the strategic sectors are: *Tourism; Aquaculture; Information Technology and Diversified Manufacturing.*

10 Barters Hill
John Cabot Building, 11th Floor
P.O. Box 1060, Station "C"
St. John's, NL A1C 5M5

(709) 772-2751
Fax: (709) 772-2712
www.acoa.ca



Applicant Name: _____

Phone: _____ Alternate phone: _____

Email: _____

Applicant Mailing Address: _____

APPLICATION TO OPERATE A BUSINESS

Contact Information for the Proposed Business

Civic Address: _____ Business Phone: _____

Mailing Address: _____

Website address: _____

Facebook address: _____

Description of the Business

Describe the business as you want it presented to your customers. This text may appear on the Town Website, Town Newsletters, and other marketing the Town may undertake.

Current zoning of property: _____ Is this a permitted use in this zone? **YES | NO**

Total lot size: _____ m² Is this a home-based business? **YES | NO**

Floor space used for business _____ m² Is this business related to tourism? **YES | NO**

Number of parking spots on property: _____ Is Applicant the property owner? **YES | NO**
Written permission from property owner must accompany application

Location & Floor Plan

This plan is to be submitted with all business applications.

The sketch below (or a copy of your own survey) **MUST** include:

- Size & shape of land (exact dimensions)
- Location of business with floor plan identifying proposed uses
- Centre line of road

"I hereby apply for permission to operate the above noted business, and certify that the statements made in this application, to the best of my knowledge, are accurate and true. I agree to comply with all Town of Witless Bay regulations and by-laws, and will not proceed with development until written approval has been received."

Signed at _____

Date: _____

Signature of Property Owner

Property Owner Name (PRINT CLEARLY)

Signature of Applicant

Witness (Town of Witless Bay representative)

This form is not valid until all questions are answered appropriately and it is signed, witnessed and dated. Further details may be required upon evaluation of this application. The required application fee must also be received before application is processed (permit to operate business: \$150.00; permit to operate a home-based business: \$100)



Office use only:

Site zoning: _____

Permitted Use | Discretionary Use | Rezoning required | Non-Conforming Use

Approvals required (circle):

Fire Commissioner's Office

Department of Advanced Education and Skills

Department of Health & Community Services

Department of Environment and Conservation

Other: _____

Submit to:

Town of Witless Bay
P.O. Box 130
Witless Bay, NL
A0A 4K0
(709) 334-3407

Information for Potential Business Owners

BUSINESS NAME: All limited companies are required to be incorporated provincially. This includes corporations without share capital. Before choosing a company name, you should first check with the Registrar of Companies to ensure it is unique and not prohibited. There is a procedure to reserve the name once it is approved. *Note:* There is a fee to incorporate your company and an annual maintenance fee.

Dept. of Government Services, Commercial Registrations Division

Ground Floor, East Block Confederation Building

<http://www.servicenl.gov.nl.ca/registries>

St. John's, NL.

A1B 4J6

(709) 729-3317

RETAIL SALES TAX: In Newfoundland & Labrador, taxable goods are subject to provincial sales tax. Any person or firm who, in the ordinary course of business, sells tangible goods to a purchaser for use or provides an eligible service, must register with the **Department of finance**, Tax Administration Branch. This branch provides a sales tax registration number and remittance forms.

Department of Finance, Tax Administration Branch (Retail Sales Tax Division)

3rd Floor, East Block Confederation Building P.O. Box 8720

(709) 729-6297

St. John's, NL

A1B 4K1

Fax: (709) 729-2856

www.fin.gov.nl.ca

LICENSING AUTHORITIES: The Government Service Centre processes applications for Crown Land, Food Establishment Licenses, Liquor Licenses, Building Accessibility, Electrical Installations, Fire & Life Safety, Waste Disposal site plus a large number of other activities. It conducts the inspections relating to most applications.

Government Service Centre

5 Mews Place

P.O. Box 8700

St. John's, NL. A1B 4J6

(709) 724-2239

Fax: (709) 729-2071

www.gs.gov.nl.ca

EDGE LEGISLATION: As part of the Provincial Government's goal to diversify the economy and stimulate private sector job creation, substantial tax holidays and start-up assistance is offered to new businesses. These incentives supplement other support programs already available in the Province. Businesses meeting the established criteria can obtain designation as an **Economic Diversification and Growth Enterprise (EDGE)** corporation and obtain incentives such as a 10-year holiday from provincial corporate income tax, post-secondary education and health (payroll) tax, and retail sales tax, followed by a 5-year phase in of these taxes. Other incentives include grants of \$2,000 for each permanent job created in the first five years of operation, and the appointment of a facilitator to assist a business with obtaining permits, licenses and other governmental authorizations necessary to implement the business plan. To obtain EDGE designation, applicants must meet certain criteria. Decisions on all applications are made within 30 days.

Department of Innovation Trade & Rural Development Marketing and Investment Division

P.O. Box 8700

St. John's, NL

A1B 4J6

(709) 729-2781

Fax: (709) 729-7609

www.intrd.gov.nl.ca

LABOUR STANDARDS: You should contact the **Department of Human Resources, Labour and Employment** to obtain the minimum wage orders and labour standards.

Department of Human Resources, Labour and Employment Labour Standards Division

2nd Floor, West Block, Confederation Building

P.O. Box 8700

St. John's, NL. A1B 4J6

(709) 729-2742

Fax: (709) 729-3528

www.hrle.gov.nl.ca

WORKPLACE HEALTH AND SAFETY: All businesses with one or more employees must register with the Workplace Health and Safety Compensation Commission (WHSCC). The WHSCC operates a work injury insurance program which provides benefits to injured workers and protects employers from most lawsuits by injured workers or their dependents. The program is funded completely by employers in the Province.

Workplace Health, Safety and Compensation Commission
146-148 Forest Road
P.O. Box 9000, Station "C"
St. John's, NL A1A 3B8

(709) 778-1000
Fax: (709) 738-1714
www.whscc.nf.ca

INCORPORATION KIT: Industry Canada is the agency through which you can obtain a Federal Incorporation Kit for your company. You should also consult a lawyer for advice about the structuring of your business.

Industry Canada
P.O. Box 8950
St. John's, NL
A1B 3R9

(709) 772-4782
Fax: (709) 772-5093
www.ic.gc.ca

BUSINESS NUMBER: The Canada Revenue Agency has implemented a new numbering system, the Business Number that simplifies the way businesses deal with government. It is based on the idea of "one business, one number." The Business Number includes major business accounts: corporate income tax, import/export, payroll deductions and the goods and services tax.

Canada Revenue Agency
P.O. Box 5968, Sir Humphrey Gilbert Building
St. John's, NL A1C 5X6

1-800-959-5525
www.cra.gc.ca

RECORD OF EMPLOYMENT: Although your registration with Service Canada is done through Canada Revenue Agency, Record of Employment Forms must be obtained through Service Canada. You are required to submit one of these forms for each employee who leaves your employ. You need only to contact this agency when someone is leaving your employ; there is no registration requirement. When requesting these forms, you will be asked for your employer's number. This is the number assigned by Canada Revenue Agency.

Service Canada
223 Churchill Avenue, Bldg. 223, Pleasantville
P.O. Box 8548
St. John's, NL A1B 3P3

(709) 772-2982
www.servicecanada.gc.ca

CANADA BUSINESS SERVICE CENTRE (CBSC): The CBSC is your one-stop shop for business information for small businesses and would-be entrepreneurs. Operating in partnership with private sector associations in Newfoundland, the CBSC is part of a national network established to make business decisions. It's a convenient and less-confusing way to get information on government-wide services and programs. Researchers have an extensive list of reference centre material, library holdings and electronic databases to help find the information you require.

Canada Business Service Centre
90 O'Leary Avenue
P.O. Box 8687
St. John's, NL A1B 3T1

(709) 772-6022
Fax: (709) 772-6090
www.canadabusiness.ca